



# Los Angeles County AUDIT COMMITTEE

Clinton Tatum, Chair  
2<sup>nd</sup> District  
Brence Culp, Vice Chair  
3<sup>rd</sup> District  
Louisa Ollague  
1<sup>st</sup> District  
Sheri Sakamoto  
4<sup>th</sup> District  
Angela Mazzie  
5<sup>th</sup> District

## AUDIT COMMITTEE MEETING MINUTES June 19, 2003

Chairperson Clinton Tatum called the meeting to order at 1:05 p.m. in the Conference Room of Room 525 at the Kenneth Hahn Hall of Administration.

### Committee Members Present

Clinton Tatum, Second District  
Louisa Ollague, First District  
Brence Culp, Third District  
Angela Mazzie, Fifth District

### Committee Members Absent

Sheri Sakamoto, Fourth District

### Others in Attendance

Al Brusewitz, Chief Information Office  
Barbara Sullivan, Department of Public Social Services  
Paulene Safford, Department of Public Social Services  
Althia Shirley, Department of Public Social Services  
Corde Carrillo, Community Development Commission  
Daniel Tabor, Community Development Commission

Sol-Angel Camprezano  
DeWitt Roberts, Auditor-Controller  
Tim Schneiderman, Auditor-Controller  
Dinah Galley, Second District  
Martha Littlefield, Executive Office  
Ken Wales, Executive Office

### Approval of Minutes

On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved the May 21, 2003 minutes.

### Old Business

Los Angeles County Internet Security Policy – Jon Fullinwider. Al Brusewitz, Chief Information Security Officer, Chief Information Office, provided the Committee with a written update. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved continuing this item to the July 17, 2003 meeting to allow members time to review the material.**

Management Audit of Department of Regional Planning. The Auditor-Controller provided a written interim status report on the progress of the recommendations. **On a motion of Brence Culp, seconded by Louisa Ollague, the Committee approved sending a letter to the Department of Regional Planning commending the Department for its thorough implementation of the Auditor-Controller's recommendations.**

Child Care Capacity Development Grant and Loan Program. Corde Carrillo and Daniel Tabor discussed the Community Development Commission's written response to the Auditor-Controller's recommendations. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing this report.**

Education Task Force Report – Recommendation Follow Up. The Task Force reviewed the County's educational system for dependent and delinquent youth and reported concerns about the process of obtaining credentialed substitutes and the lack of available classroom space and recommended that the Auditor-Controller review these concerns and make recommendations. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved continuing this item to the July 17, 2003 meeting.**

#### **Reports to be Received and Filed**

La Vina Mello Roos Audit – Status Report. The Board of Supervisors instructed the Auditor-Controller to conduct an audit of the La Vina Mello Roos fund. The review should be prepared by June 30, 2003. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Sample Audit of County Conditions on Land Development Projects. The Board of Supervisors requested the Chief Administrative Office and the Auditor-Controller report on the implementation of sampling other County land development projects. The Auditor-Controller will begin the sample audit in 60 days. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

06/03/03 Board Agenda Item #25 – Transfer of Unclaimed Property Tax Refunds to the County General Fund. The Board of Supervisors authorizes transfer of unclaimed property tax refunds to the County General Fund. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Department of Children and Family Services Family Preservation Program Service Providers' Financial Audits – Fiscal Years 1999-2001. The Auditor-Controller contracted with Simpson & Simpson, Certified Public Accountants, to conduct financial audits of 28 community-based organizations that provide services for DCFS. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved continuing this item to the August 21, 2003 meeting.**

Los Angeles Homeless Services Authority Semi-Annual Financial Review. The Auditor-Controller's financial review for July 1, 2002 through December 31, 2002 indicated that the Authority continues to comply with established fiscal policies and procedures. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

#### **Reports Received**

Board Policy #3.030 – Inclusion of Translation Service Telephone Numbers in all Public Notices. This policy states non-English speaking citizens of the County be provided with information on how to reach a person within County Government who can provide translation. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved extending the sunset review date to May 7, 2007.**

Sunset Review Board Policy #9.160 Workforce Reduction. This policy authorizes the Director of Personnel to coordinate and enhance the County's ongoing efforts to find alternative placement for County employees subjected to layoff by implementing and/or continuing the strategies. **On motion of Clinton Tatum, seconded by Brence Culp, the Committee unanimously approved continuing this item to the July 17, 2003 meeting to allow the Committee an opportunity to review the original policy.**

Sheriff's Budget Audit Interim Report. The Auditor-Controller is contracting for a review of the County's budget practices related to the Sheriff's Department and provided an interim report addressing the Chief Administrative Office's budget development, monitoring procedures and salary savings calculations. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing this report.**

Department of Community and Senior Services Fiscal Review Follow Up. The Auditor-Controller's follow up of DCSS's progress in implementing the recommendations contained in the September 25, 2001 fiscal review. The review dealt with procurement, payroll and contract solicitation issues. Of the 35 recommendations, 16 were fully implemented, 13 were partially implemented, 5 were not acted upon and 1 no longer applies. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved continuing this item to August 21, 2003 meeting when the final report will be submitted and inviting a representative from DCSS to discuss the implementations with the Committee.**

Centralized Contract Monitoring Pilot Projects Status Reports. The Auditor-Controller's report on the pilot project established to test the merits of centralizing the County's contract monitoring function using three selected programs. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

#### **Other Business**

There was none.

#### **Public Comment**

There was none.

#### **Matters not on the posted agenda to be presented and placed on the agenda of a future meeting.**

DeWitt Roberts from the Audit Division of the Auditor-Controller requested that the Committee be mindful of the workload assigned to the division since it will be assigning 8 employees to the contract monitoring system, more if needed, and will have less staff for audits.

#### **Adjournment**

There being no further business to conduct, the meeting was adjourned at 1:50 p.m.